

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Pull a No-Show Report

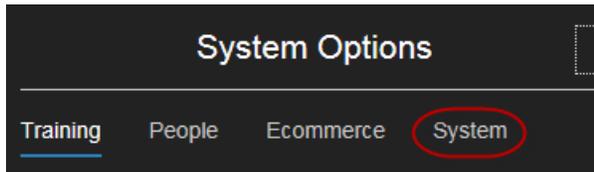
Step 1: Click on My Responsibilities



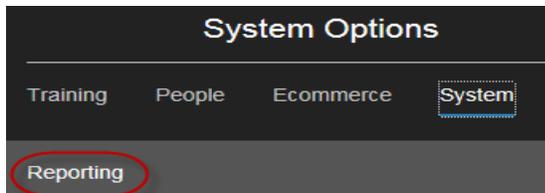
Step 2: Click on the area depicted by the red circle



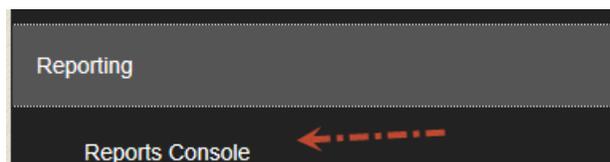
Step 3: Click on System



Step 4: Click on Reporting



Step 4: Click on Reports Console



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Step 5: Type in progress for the Search Text and then click search

Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

Search

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search for more specific search criteria for your search.

Search Text × Create New Go

Search Type ▼

Search ←

Step 6: Click on Organization Report – Training Progress

Organization Report - Training Progress Standard

view training progress information for users, including score (if available). Detailed information i...

Step 7: Click select

Organization Report - Training Progress

 No Rating Available

View training progress information for users, including score (if available). Detailed information is available through drill-down reports.

Select Schedule Report

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Step 8: Click select, then choose the appropriate organization for which you want the data, populate include sub-organizations, choose active, leave the progress status neutral, click classroom, populate your date parameters and click run report.

Organization Report - Training Progress

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Organization: Dept of Social Services (765) Select Remove selected

Include sub-organizations

User Activity: Active

Progress Status: [Neutral]

Training Type:

- Announcement
- Blogs
- Certification
- Classroom
- Curriculums
- Document
- FAQs
- Online
- On-the-Job Training
- Test

Start Date: 10/1/2016 12:00 AM

End Date: 10/4/2016 Midnight

Records (per page): 25

Layout: Default

Run Report